

# **Site Specific Change in Grades** **Served Notification Request**

## **Required Materials for Administrative Completeness:**

- Board minutes approving the change (If the body is subject to Open Meeting Law, minutes must comply with A.R.S. §38-431.01)
- Rationale for changing grades served
- If adding additional grades, please provide documentation that the current facility can support the additional grades.
- If adding additional grades, please provide documentation that the current enrollment cap can support the additional grades.
- If decreasing grades, provide a narrative describing:
  1. The number of students displayed
  2. Efforts taken by the school to provide students with options and assistance in enrolling in another school

## **Eligibility Criteria –**

### **In order for the request to be considered by the Board, the charter holder must:**

- Meet or demonstrate sufficient progress toward the level of adequate academic performance as set and modified periodically by the Board.
- If applicable, be in compliance with No Child Left Behind requirements. This is determined by information provided by the Academic Achievement Division at the Arizona Department of Education.